

Sanitized - Approved For Release :

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Report for Week Ending 19 December 1956
From

RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 6-35 - Survey of Procurement Division Contract Files

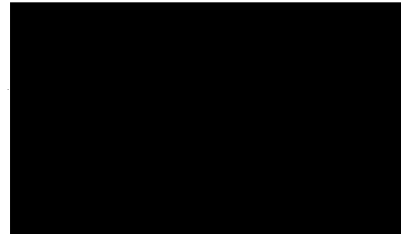
Followed up on installation of work organizers for the file clerk. Equipment not yet received. However, tables for researchers have been installed. Project can be considered complete. Project completion report has been written.

General Information

a. No progress on other numbered projects

b. Completed evaluation of Employee Suggestion 2665: Headquarters Preparation of Dispatch Extracts to be Furnished Non-CIA Overseas Agencies. 25X1A9a 25X1A9a

c. Met with Miss [REDACTED] of OTR, and Mr. [REDACTED] ADD/I (Planning) and completed plans for conducting the study of the readability of memoranda. A supply of survey tally sheets were furnished Miss [REDACTED] who will meet with the representative of each DD/I Office and explain the survey. 25X1A9a



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